



Office of the State Actuary

"Securing tomorrow's pensions today."

Exempt Recruitment Actuarial Intern

April 2014

POSITION

The Office of the State Actuary (OSA) is offering an intern opportunity for college students seeking to gain experience and knowledge in the Actuarial field. The internship is a temporary full-time, nonpartisan, at-will position that is exempt from the state civil service system lasting approximately three months, starting in May/June 2014.

The position may involve assisting with the preparation of actuarial valuations for 15 state retirement systems, the Guaranteed Education Tuition plan, the Higher Education Supplement Retirement Plan, and Other Post-Employment Benefits, assisting with the pricing of proposals related to public pensions, responding to legislative and constituent inquiries and requests, preparing cash flow and contribution rate projections, and assisting with economic and demographic experience studies.

OFFICE

Currently, OSA has 14 employees including the state actuary, actuarial staff, research analysts, and administrative staff. The actuarial staff includes the state actuary, one senior actuary, one actuary, one senior actuarial analyst, and three actuarial analysts. OSA provides actuarial support to the legislative and executive branches of government, the plan administrator, the Select Committee on Pension Policy, the Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board, and the Board for Volunteer Fire Fighters and Reserve Officers. OSA's duties recently expanded to include providing actuarial services to the Institutions of Higher Education. More information about the office is available on our [Website](#).

LOCATION

The office is located in the state capital of Olympia, Washington. Olympia is located at the tip of Puget Sound, about 60 miles south of Seattle, with the Olympic Mountains rising across the water in the distance. For more information about the area visit [Olympia Attractions](#).



DESIRABLE QUALIFICATIONS

The candidate will be pursuing a degree from an accredited college or university in a field such as actuarial science, mathematics, or finance; will be proficient at using Excel spreadsheets; familiar with word processing programs; will have effective interpersonal and written communication skills; be effective working independently as well as in a team environment; and legally authorized to work in the United States.

COMPENSATION

The salary for the position is \$1,700 per month.

Electronic submissions should include cover letter, resume, college transcript, intended major, and documentation on any actuarial exams, sponsored by the Society of Actuaries, passed (if applicable). Candidates may be asked to provide references.

Please send all requested documents to:

actuary.state@leg.wa.gov; or
Office of the State Actuary
P.O. Box 40914
Olympia, WA 98504-0914

This recruitment will remain open until filled. The state actuary reserves the right and may exercise the option to make a hiring decision at any time. Interviewing and selection will begin immediately.

The Office of the State Actuary is an equal opportunity employer. Applicants needing assistance or alternative formats in the process should call (360) 753-5000 or TDD at 711.

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